

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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In Reply Refer to:
1550 (BC-650B)P

April 29, 1998

EMS TRANSMISSION
Information Bulletin No. BC-98-070

To: All Washington Office and Field Officials

From: Director, National Business Center

Subject: Publications Distribution List
DD: 5/29/98

It is time to update the Bureauwide distribution requirements for other agencies' publications for FY 99. Using the attached order form, state offices should gather the information from their subordinate offices and submit a request for the entire state organization. Washington Office Group Administrators should consolidate the needs of their teams. Because costs for these publications continue to rise, order the absolute minimum number necessary for your organization. Please note, the publications listed on the attached order form that are available electronically, contain their INTERNET address.

In order to take advantage of the prices available through this special program, please complete and return this request to the Bureau Printing Officer (BC-650B) no later than May 29, 1998.

If you have any questions or require assistance, please contact Lee Campbell at (303) 236-9422. The FAX number for submitting your requirements is (303) 236-9470.

Signed by:
Roy E. Morris
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment
1 - Annual Publications Survey (4pp)

Distribution
BC-650
RS-150A, BLM Library

ANNUAL PUBLICATIONS SURVEY

FISCAL YEAR 1999

Order Form

<u>TITLES</u>	<u>QUANTITY</u>
Office of Personnel Management	
1. Notice and Posting System	_____
2. Operating Manual - The Guide to Personnel Recordkeeping	
Also available from http://www.opm.gov/feddata/html/opf.htm	
3. Operating Manual - The Guide to Processing Personnel Actions	
Also available from http://www.opm.gov/feddata/html/expro.htm	
4. Operating Manual - SF-113 Summary Data Recordkeeping	
Also available from http://www.opm.gov/feddata/html/sf113rpt.htm	
5. Operating Manual - The Federal Wage System	_____
6. Operating Manual - The Federal Wage System Non-appropriated Funds	_____
7. Operating Manual - Qualification Standards for General Schedule Positions (formerly Qualifications Standards Handbook)	
Also available on the CD-ROM - HRCD: GS Position Classification and FWS Job Grading Standards	
8. CD-ROM: HRCD: GS Position Classification and FWS Job Grading Standards which includes:	

Digest of Significant Classification Decisions	
and Opinions	
Handbook of Occupational Groups and Series	
Qualifications Standards for General Schedule	
Positions	
U.S.C. Title 5	
9. The Federal Labor-Management and Employee Relations Consultant	_____
10. Salary Table No. 99, Executive Branch of the Government	_____
11. Employment and Trends	
Also available at: http://www.opm.gov/feddata/html/empt.htm	
12. Workforce Performance	_____
13. OPM Information Directory (Formerly the OPM Telephone Directory)	
14. OPM Organizational Directory of Key Officials	_____
15. FOCUS	_____
16. Working Years and Personnel Costs, FY 98	
Also available at: http://www.opm.gov/feddata/html/wypc.htm	

<u>TITLES</u>	<u>QUANTITY</u>
17. Pay Structure of the Federal Civil Service, 3/3/99 Also available at: http://www.opm.gov/feddata/htm/paystr.htm	
18. OPM Message to the SES Also available at: http://www.opm.gov/ses/index.htm	_____
19. Biennial Report of Employment by Geographic Area, December 31,1998 _____	
20. New Developments in Employee and Labor Relations _____	
21. Significant Cases _____	
22. Handbook of Occupational Groups and Families Also available at: http://www.opm.gov	
Miscellaneous Agencies	
23. Directory of DCAA Offices (DLA) _____	
24. DOD Telephone Directory (DAPS)	_____
25. Federal Energy Reports (FERC) _____	
26. Federal Energy Guidelines, Statutes and Regulations (FERC) _____	
27. List of Parties Excluded From Federal Procurement or Nonprocurement Prog. (GSA) _____	
28. Federal Travel Regulations and Subsequent Changes (GSA) _____	
29. Commuted Rate Schedule (GSA)	_____
30. Federal Acquisition Circulars (GSA) _____	
31. General Wage Determinations Issued Under Davis-Bacon and Related Acts (Labor) _____	
32. Occupational Outlook Handbook (Labor) _____	
33. NARA Bulletin (NARA) _____	
34. Maximum Travel Per Diem Allowance for Foreign Areas (State) _____	
35. Standardized Regulations (State) _____	
36. U.S. Statutes at Large (GPO) _____	

<u>TITLES</u>	<u>QUANTITY</u>
42. Daily Congressional Record(GPO) This is available on the INTERNET,	

if you wish to order a paper copy please provide a fund code along with your quantity.

Please note, the following publications will no longer be available in a paper format, but may be found at the website indicated:

Operating Manual - Guide to Personnel Data Standards
<http://www.opm.gov/feddata/html/datastan.htm>

Operating Manual - Guide to Central Personnel Data File (CPDF)
(Formerly Operating Manual - Federal Workforce Reporting System)
<http://www.opm.gov/feddata/htm/dataREQ.htm>

Operating Manual - The CSRS and FERS Handbook for Personnel
and Payroll Offices <http://www.opm.gov/asd/htm/pub.htm>